

Headquarters  
U.S. Army Armor Center and Fort Knox  
Fort Knox, Kentucky 40121-5000  
6 September 2000

Fort Knox Reg 600-8

Personnel - General

INSTALLATION CASUALTY REPORTING PROCEDURES

**Summary.** This regulation establishes policies and procedures for reporting the deaths of active duty soldiers, retired Army personnel, family members, and civil service personnel to those offices within the Armor Center which need to know of such deaths, or must properly respond to such deaths. This regulation does not cover notification of death made to next of kin.

**Applicability.** This regulation applies to all U.S. Army Armor Center (USAARMC) and Fort Knox major activities, directorates, staff offices/departments, and Partners in Excellence.

**Suggested Improvements.** The proponent of this regulation is the Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-AG, Fort Knox, KY 40121-5000.

1. **Purpose.** This regulation establishes policies and procedures for reporting the deaths of active duty soldiers, retired Army personnel, family members, and civil service personnel to those offices within the Armor Center which need to know of such deaths, or must properly respond to such deaths. This regulation does not cover notification of death made to next of kin.

2. **Reference.** AR 600-8-1, 20 Oct 94, Army Casualty Operations/Assistance/Insurance.

3. **Explanation of Terms.**

a. **Active duty.** Full-time duty in the active military service of the United States; ROTC applicants and cadets participating in practical military service; and members of the Reserve components serving on active duty (AD), active duty for training (ADT), annual training (AT), and inactive duty training (IDT).

b. **Family member.** Individuals whose relationship to the sponsor leads to entitlements and benefits.

c. **Next of kin.** The person most closely related to the casualty.

4. **Procedures for reporting an active duty casualty are as follows.**

a. **Duty hours.** A soldier's death will be reported immediately to the Secretary of the General Staff (SGS), phone 4-3711/1103; the Provost Marshal Office, phone 4-2111/2112; the Adjutant General (AG) Casualty Office, phone 4-1650/6051; and the Armor Branch Safety Office (ABSO), phone 4-5452. Provide the deceased's name, grade, SSN, date, time, location of death, and circumstances surrounding the incident.

b. Nonduty hours. A soldier's death will be reported immediately to the Armor Center Staff Duty Officer or Noncommissioned Officer (SDO/SDNCO), phone 4-4421/4481. Provide the same information as stated in paragraph 4a above. The Armor Center SDO/SDNCO will immediately make notification to those listed in SDO instructions.

c. When an incident occurs involving multiple casualties (injuries and deaths), the incident will be reported immediately to the SGS or Armor Center SDO/SDNCO, as appropriate. The SGS will notify the G3/Emergency Operations Center (EOC) and those listed in SDO instructions.

5. Procedures for reporting the death of a family member.

a. Duty hours. A family member's death will be reported immediately to SGS and the AG Casualty Office. Provide the family member's name, date of death, the sponsor's name, rank, and unit of assignment.

b. Nonduty hours. A family member's death will be reported immediately to the Armor Center SDO/SDNCO. Provide the same information as reflected in paragraph 5a above. Armor Center SDO/SDNCO will make notification to those listed in SDO instructions.

6. Procedures for reporting the death of a civil service employee.

a. Duty hours. The death of a civil service employee will be immediately reported to SGS, ABSO, and the Civilian Personnel Advisory Center (CPAC). Provide the employee's name, date, time, and place of death, cause of death, and the next of kin's name, home address, and relationship to the deceased. The CPAC will notify the AG Congressional Office (4-7871) who prepares the CG's letter of condolence.

b. Nonduty hours. Not required. Report during duty hours of the next duty day with the same information as in paragraph 6a above.

7. Procedures for reporting the death of civil service employee's family member.

a. Duty hours. The death of a family member will be immediately reported to SGS and the AG Congressional Office (4-7871). Provide the family member's name, date and place of death, cause of death, and the civil service employee's name, mailing address, and relationship to the deceased. Family members include spouse and children.

b. Nonduty hours. Not required. Report during duty hours of the next duty day with the same information as in paragraph 7a above.

8. Procedures for reporting the death of retired Army personnel.

a. Duty hours. The death of retired Army personnel at Ireland Army Community Hospital will be reported to the Fort Knox Casualty Office. Provide the retiree's name, date and time death, cause of death, and the next of kin's name, mailing address, and relationship to the deceased.

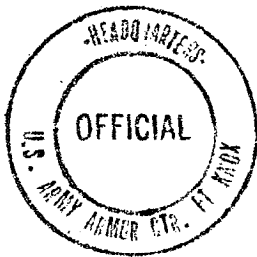
b. Nonduty hours. Not required. Report during duty hours of the next duty day.

9. Procedures for reporting the death of retired Army personnel's family member.

a. Duty hours. The death of a family member who died at Ireland Army Community Hospital will be reported to the Fort Knox Casualty Office. Provide the family member's name, date, time and place of death, cause of death, and the retiree's name, mailing address, and relationship to the deceased.

b. Nonduty hours. Not required. Report during duty hours of the next duty day.

FOR THE COMMANDER:



OFFICIAL:  
GEORGE EDWARDS  
Colonel, GS  
Chief of Staff

ROBERT L. BROOKS  
Director, Information Management

DISTRIBUTION:  
A plus  
25 - ATZK-AGO

CF:  
DCG, USAARMC